

IOWA INTERPRETER STATEWIDE ROSTER

Iowa Office of Latino Affairs

Steps To Receive Certificate and Placement on Roster

Certified documents can be delivered in person or by mail to:

Iowa Office of Latino Affairs
Lucas State Office Bldg.
321 E. 12th St.
Des Moines, IA 50319

1. After completing all required courses, please contact the Office of Latino Affairs with the following documents:
 - a. Official DMACC Transcript
 - b. Birth certificate and valid driver's license or other proof of identity
 - c. Criminal Background check report
 - d. All information requested must be copied and notarized.
 - e. Complete the [DMACC Release of Information Form](#).
2. To become a Specialized Interpreter:
 - a. Provide proof of successfully completing the General Interpreter Program.
 - b. Complete the required Specialist courses.
3. To be placed on the Latino Affairs Statewide Roster:
 - a. Complete the [Web Intake Form](#).
 - b. Send or email a jpg headshot photo of yourself. If you are not able to send a photo, please call the Office of Latino Affairs so that an appointment can be scheduled for your photo.

Request a background check from the Division of Criminal Investigation at 215 E. 7th Street, (corner of E. 7th St. and Court Ave), Des Moines, 50319 by mail or in person using your exact ***name*** and ***date of birth***. The fee to receive the background check in person is \$10.00, by mail is \$13.00 and by fax is \$15.00 per surname. Mail and faxed forms are available [here](#) or by requesting them at (515) 725-6066 or at New Iowan Centers across the state.

You can either request this background check by mail, fax or in person:

By Mail: Fill both Form A and Bill Form for Mailed Background Check. Enclose a payment of \$13.00. Be sure that the Iowa Office of Latino Affairs and its address are written in the right upper side of Form A and on the Bill Form for Mailed Background Check. Send results to the Office of Latino Affairs.

By Fax: Fill Form A and Bill Form for Fax Back Background Check. Enclose a payment of \$15.00. Be sure that the Iowa Office of Latino Affairs and its address are written in the right upper side of Form A and Bill Form for Fax Back Background Check. Send results to the Office of Latino Affairs.

In person: Go to the Division of Criminal Investigation at 215 E. 7th Street, (corner of E. 7th St. and Court Ave), Des Moines, 50319. Phone number: 515-725-6066

Monday-Friday from 8:00 a.m. to 4:30 p.m.

Bring with you, identification, fill out the form available in the office (Criminal Investigation) and pay a fee of \$10.00. Do not leave without background check report, and then enclose the report with the rest of the documents requested by Office of Latino Affairs.